

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
FISCAL ADMINISTRATIVE ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list
Location: Business Office – Wallingford, CT
Job Posting No: 022288 & 106353
Hours: First Shift, Full-Time, Monday-Friday – 8:00AM –4:30PM
Salary: \$2,015.06 Bi-Weekly
Closing Date: November 4, 2013

Eligibility Requirement: Candidates must have applied for and passed the Fiscal Administrative Assistant Exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Performs paraprofessional level work in fiscal and administrative activities including but not limited to:

Petty Cash - Responsible for handling petty cash disbursements, including advances, replenishments, workers' compensation first check split, review vouchers for acceptable usage. Prepares necessary reporting for management

Purchasing. Assist with general purchasing for Consumer/Trustee Funds, duties including preparing, and processing purchase orders and requisitions. Position will work with vendors to resolve problems and perform account analyses; Ensure use of cell phones and cell phone bills comply with policies and procedures, perform monthly analysis of cell phone usage.

P-Card - Monitor for charges and usage of the cards: Maintain spreadsheets for department and generate reports as needed. Interact with staff to resolve any issues with compliance of policy.

Fiduciary Funds - Monitor expenditures in regards to budget and appropriateness, assist in the preparation of audit request and response, independently perform bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts.

The duties also include: assist with maintaining Property Control (Fixed Assets, and loss control, cell phone and land line monitoring

Other: Must assist with other business office duties as required. Must exercise good judgment at all times in applying state statutes, regulations, and fiscal policy and procedures to above duties; must be a self-starter and work independently, be flexible and willing to learn new methods and computerized processes, good working knowledge of personal computer programs, including Microsoft Excel and Word. Must have good interpersonal skills. Will work with business office staff, DDS group homes, families, private providers, DDS Central Office, State Auditors, and State Comptroller offices.

Minimum Qualifications Required Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; Knowledge of QuickBooks; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

Knowledge, Skills And Ability

General Experience: Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Preferred Experience: Preference will be given to applicants with demonstrated experience with QuickBooks and Microsoft Suite including Access, Excel, Word and Outlook.

Special Requirements

1. Incumbents will be required to possess and retain a valid driver's license.
2. Incumbents in these positions will be required to travel and work in multiple regional offices including New Haven, Norwalk, Norwich, and Wallingford.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

PLEASE READ CAREFULLY - TO APPLY: Please complete a CT-HR-12 employment application which can be located at www.das.state.ct.us . (For current DDS employees, the Application for Transfer/Promotion form will NOT be accepted) Please reference the position number and provide copies of your last two performance appraisals. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59 PM on the closing date indicated above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:
Department of Developmental Services — South Region
104 South Turnpike Road, Wallingford, CT 06492
Attn: Recruiter
Phone: 203-294-5122 Fax: 860-920-3035

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.